CONVERSION TEAM
RECOMMENDATIONS AND ASSUMPTIONS

ALL CASES
- **Attorneys**
  - o **Recommendation**: The Team recommends converting JCMS Attorneys to FullCourt for the purpose matching during the conversion. If the JCMS Attorney ID field was empty the SCA will create an error file for the clerk to review. After conversion the converted attorneys will be inactivated and a current list of attorneys from the State Bar will be imported into FullCourt.

- **JCMS Parties** – JCMS allows the entry of party records but does not require a party name or a company name.
  - o **Recommendation**: Because FullCourt will not accept a party record without a party name or company name the Team recommends converting these party records with text of "UNKNOWN".

- **JCMS Case Notes**
  - o **Recommendation**: The Team recommends converting JCMS Case notes to FullCourt Case Comments.

- **JCMS Physical File**
  - o **Recommendation**: The team recommends the JCMS Physical File information be converted to FullCourt Case Comments and be appended to the converted JCMS Case Notes.

- **JCMS Receipt Information**
  - o **Recommendation**: The Team recommends converting this information by creating a new ROA in FullCourt with a code of "JCMSRCPT" and converting the information to the text field of the ROA.

- **JCMS Refund Information**
  - o **Recommendation:** The Team recommends converting this information by creating a new ROA in FullCourt with a code of "JCMSRFND" and converting the information to the text field of the ROA.

- ➢ **JCMS Reimbursement Information**
  - o **Recommendation:** The Team recommends converting this information by creating a new ROA in FullCourt with a code of "JCMSREMB" and converting the information to the text field of the ROA.

- ➢ **JCMS Events** -- The Team determined that JCMS Events could be converted to entries in the FullCourt Register of Actions with an ROA code of "JCMSEVNT" and an ROA date equivalent to the JCMS Event Date, however, if the practice of the court was to enter an event <u>and</u> a corresponding register in JCMS, converting this information will create duplicate entries in the FullCourt Register of Actions.
  - o **Recommendation**: The Team recommends each clerk decide whether to convert JCMS Events to FullCourt or not. Additionally, if the clerk chooses to convert JCMS events the SCA will provide the clerk a report listing the case numbers with potential duplicate register entries based on the filed date. This would provide the clerk the opportunity to clean up duplicate entries if necessary or desired.

- ➢ **JCMS Registers –** JCMS allows the user to create a Register without Register Text. This Register may have an image or document associated but JCMS did not require Register Text.
  - o **Recommendation:** The Team recommends converting Registers without text and inserting text of "JCMS Register Text Empty". This will allow the clerk to see that register and know that it came from JCMS without any corresponding text.

CIVIL CASES
- ➢ **JCMS Judgment Actions** – The Team suggests the conversion of JCMS Judgment Actions, Appeals, and Satisfactions as FullCourt Judgment Events. When this is done, unless the utility is able to match a JCMS register entry, FullCourt will create an ROA entry that is tied to the Judgment Event. It is these Judgment Event entries that create the information for the Judgment Book Report.
  - o **Assumption/Recommendation**: The assumption is that it is possible that courts may have entered in JCMS Judgment Actions, Appeals and Satisfactions, as well as a corresponding Register entry. If this was the court practice then this conversion will create duplicate entries in the FullCourt Register of Actions. The SCA will provide the clerk an report listing the case numbers with potential duplicate register entries based on the filed date. This would provide the clerk the opportunity to clean up duplicate entries if necessary or desired.

➢ **Judgment Amount** – FullCourt has a single field for Judgment Amount. JCMS allows multiples lines of description and amounts for Judgments.
  o **Recommendation:** The Team recommends not converting the data to the FC amount field, rather convert the JCMS judgment descriptions and amounts to the FC Judgment notes field. If JCMS has notes in its note field the notes will be appended to the judgment descriptions and amounts.

➢ **Judgment Events** -- The Team suggests converting only Judgment Events that show on a case, not deleted events.
  o **Recommendation:** The Team recommends not converting the following events: 1) Events that were deleted from a case but never purged from the database, 2) Events that are not associated to a case, and 3) Events that do not have an associated date as this is a required field for the conversion.

CRIMINAL CASES

➢ **Pleas and Plea Dates Assumption** -- A Plea and Plea Date are not tracked in JCMS and therefore it is not possible to convert to FullCourt. NOTE: If the plea information was entered into JCMS in the registers then the information will be converted from JCMS registers to FullCourt ROA's.

➢ **Violation Date Assumption** -- The Offense Date in JCMS is the same as the Violation Date in FullCourt.

➢ **MANS Number** – FullCourt only accommodates a single MANS number per case. JCMS can store multiple MANS numbers per case. The MANS number is assigned at the time of arrest or booking, the same number applies to each charge of the offense. If the defendant is arrested on a Probation Violation another MANS number is typically generated.
  o **Question:** Does FullCourt need to be able to accommodate more than one MANS number at the case or charge level?

➢ **Dispositions** – Each charge in FullCourt must be resolved individually. JCMS maintains a charge and a case level finding (disposition).
  o **Question:** If a JCMS case has a disposition but there are no dispositions at the charge level does the case disposition apply to all charges on a case?

- **Multiple Parties Criminal Charges** – JCMS allows the entry of multiple parties on criminal charges in JCMS.
  - **Recommendation**: Team recommends that if there are multiple parties on a criminal charge in JCMS, the conversion bring over only the first party on the case and the charges. The clerks would have to enter the 2nd party manually into FullCourt and relate it to the appropriate charges. The SCA will provide a report for clerks listing the case numbers that contain multiple parties.

- **Criminal Charges Statutes**
  - **Recommendation:** The Team recommends creating an initial Statute Revision Table in FullCourt equivalent to the JCMS Statute table for use only for the cases involved in the conversion.

- **Criminal Charges** -- JCMS has the capability of entering multiple statutes on a single charge.
  - **Recommendation**: For the purposes of conversion and demonstration the Team recommends converting only the first statute on a charge. Subsequent statutes would be converted to the Charge Comment field in FullCourt only if they were one of the following: 45-2-101 – Common Scheme; 45-4-101 – Solicitation; 45-4-102 – Conspiracy; 45-4-103 – Attempt. If there are additional criminal statutes on a charge the SCA would produce an error file.

- **Charge Dispositions**
  - **Recommendation**: The Team recommends mapping the JCMS Dispo Code from the Charge window to the FullCourt Findings field. Additionally, the original Basis for Disposition text from JCMS will be put into the Disposition Comment area of FullCourt.

- **JCMS Sentencing Information**
  - **Recommendation**: The Team recommends JCMS sentencing information be converted to the free form disposition text field of the disposition table of FullCourt, e.g. 5 years Prison, 5 Years Suspended, 5 Years Probation, Concurrent.

- **JCMS Disposition Notes**
  - **Recommendation**: The Team recommends Disposition Notes from JCMS will be placed in the free form disposition text field of the disposition table of

FullCourt. The converted information in the disposition text field will include Basis for Disposition Text + Sentencing Information (5 years Prison, 5 Years Suspended, 5 Years Probation, Concurrent) + JCMS Disposition Notes.

- ➢ **JCMS Fines and Fee information from the Disposition Tab of Criminal Cases –** In JCMS fines are being entered on the Disposition Tab of the Charge window.
  - o **Recommendation:** The Team recommends converting this data to the FullCourt Disposition Comment field.

Error Files Produced for Clerk Action Prior to Conversion

1. Active Cases –If the Team cannot map the JCMS Action Types to the FullCourt Subtypes an error file will be produced.
2. Attorneys – If the JCMS attorney ID is empty an error file will be produced.
3. Criminal Charges – This error file will contain the following error messages:
   a. Invalid Statute Referenced
   b. Multiple Criminal Statutes Referenced
   c. Multiple Parties Exist
   d. Party is not a Defendant
   e. Party is Missing
   f. Unable to Establish Finding
4. Civil Judgment Types – If the Team cannot map JCMS Judgment Types to FullCourt Judgment Types an error file will be produced.
5. Civil Judgments Events Types – If the Team cannot map JCMS Judgment Actions to FullCourt Judgment Events an error file will be produced.
6. Judgment Parties – JCMS allows the user to make changes to the party name on the Judgment, therefore, the conversion utility can not always make an exact match of judgment parties to the parties in the party table. If the conversion utility produces a file of unmatched judgment parties the SCA will work with the clerk to validate party records to cases.
7. Prosecutors – If during conversion testing, the conversion utility produces the error that prosecutors don't exist the SCA will work with the clerk to validate prosecutors to criminal cases.